

2. 9 JUL 1954

FORM 12-63	812	OBSELETE PREVIOUS EDITIONS MFG 12-65	SECRET	38	1-CS COPY
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SECRET

(WHEN FILLED IN)

FROM: (Headquarters component)		SUBJECT AND PROJECT FILE REQUEST AND FIELD NOTIFICATION OF ACTION	
E/G			
TO :		FROM: (Division)	
RID/AN			
TO : (Station/Base)		FROM: (Division)	
CSB, Frankfurt		EUR	
INFORMATION FOR REQUESTERS			
COMPLETE ITEMS 1 THROUGH 12. ITEM 3-ALL FILE TITLES MUST BE STERILE SINCE THEY WILL APPEAR ON THE FIELD COPIES AND ON MACHINE LISTS. ITEM 6-ALL REMARKS MUST BE STERILE. ITEM 7 AND 8-USE FIRST THREE LETTERS OF DISPATCH SYMBOLS FOR FIELD STATIONS AND LIST HEADQUARTERS ELEMENTS ACCORDING TO ESTABLISHED NUMERIC CODES.		ITEM 10-ENTER OLD TITLE WHEN AMENDING A TITLE. CITE ANY FILES, SUCH AS 201 OR PROJECT FILES THAT ARE RELATED TO THE FILE COVERED BY THIS REQUEST. ITEM 10 MAY ALSO BE USED TO GIVE REASONS FOR THE ACTION BEING REQUESTED. TO IDENTIFY THE TYPE OF MATERIAL TO BE PLACED IN A FILE OR TO MAKE OTHER EXPLANATORY REMARKS. ITEM 11-A RECORDS OFFICER MUST SIGN ALL FILE ACTION REQUESTS. CONSULT YOUR RMO ON ANY PROBLEMS THAT ARISE.	
INFORMATION CONCERNING FILE			
1. TYPE OF FILE		2. CODE (FILE) NUMBER	
<input type="checkbox"/> SUBJECT <input checked="" type="checkbox"/> PROJECT		COUNTRY NUMBER	CATEGORY NUMBER
		32W	6
3. FILE TITLE (SPECIFIC SUBJECT) (PROJECTS LIMITED TO 15 SPACES)			
XXXXXXXX DEVELOP AND PLANS HARVARD			
ACTION REQUIRED			
4. ANALYSIS ACTION		5. DISPOSITION	
<input type="checkbox"/> OPEN FILE <input checked="" type="checkbox"/> CLOSE FILE (INDICATE DISPOSITION)		<input type="checkbox"/> RETAIN <input type="checkbox"/> DESTRUCTION RECOMMENDED THRU (DATE)	
<input type="checkbox"/> AMEND FILE TITLE <input type="checkbox"/> REOPEN			
6. REMARKS (FOR FIELD DISTRIBUTION)			
7. INTERESTED STATIONS (PROJECTS ONLY)		8. INTERESTED HEADQUARTERS DESK (LIST ACTION DESK FIRST)	
EGO		32W	
9. FILES ACTION			
<input type="checkbox"/> HOLD IN CS FILES <input type="checkbox"/> RESTRICTED <input type="checkbox"/> UNRESTRICTED		<input type="checkbox"/> PREPARE FOLDER AND SEND TO REQUESTER <input type="checkbox"/> CHARGE PERMANENTLY TO (OFFICER & DESK)	
10. COMMENTS (INCLUDE SPECIAL HEADQUARTERS ROUTING INSTRUCTIONS)			
11. DORSEMENT		12. COORDINATION	
SIGNATURE OF BRANCH/DESK R. O. <i>356</i>		SIGNATURE OF BRANCH/DESK R. O. (WHEN APPLICABLE)	
EFFECTIVE		CODE (FILE) NUMBER	
12 May 1966		32W	
		6	
		29/1	